



Special Event Amplified Sound & Street Use Permit

Issued by the City of Springfield, MO

Greek Week Kickoff Block Party

For approved event scheduled for:

Event Date: April 5, 2021
Event Time: 3:30-6:00 p.m.
Event Location: First & Calvary Presbyterian Church
820 E Cherry Street
Est. Attendance: 200
Approved by: Sharon Spain
Special Event Permit Coordinator
Date Approved: 3/30/21

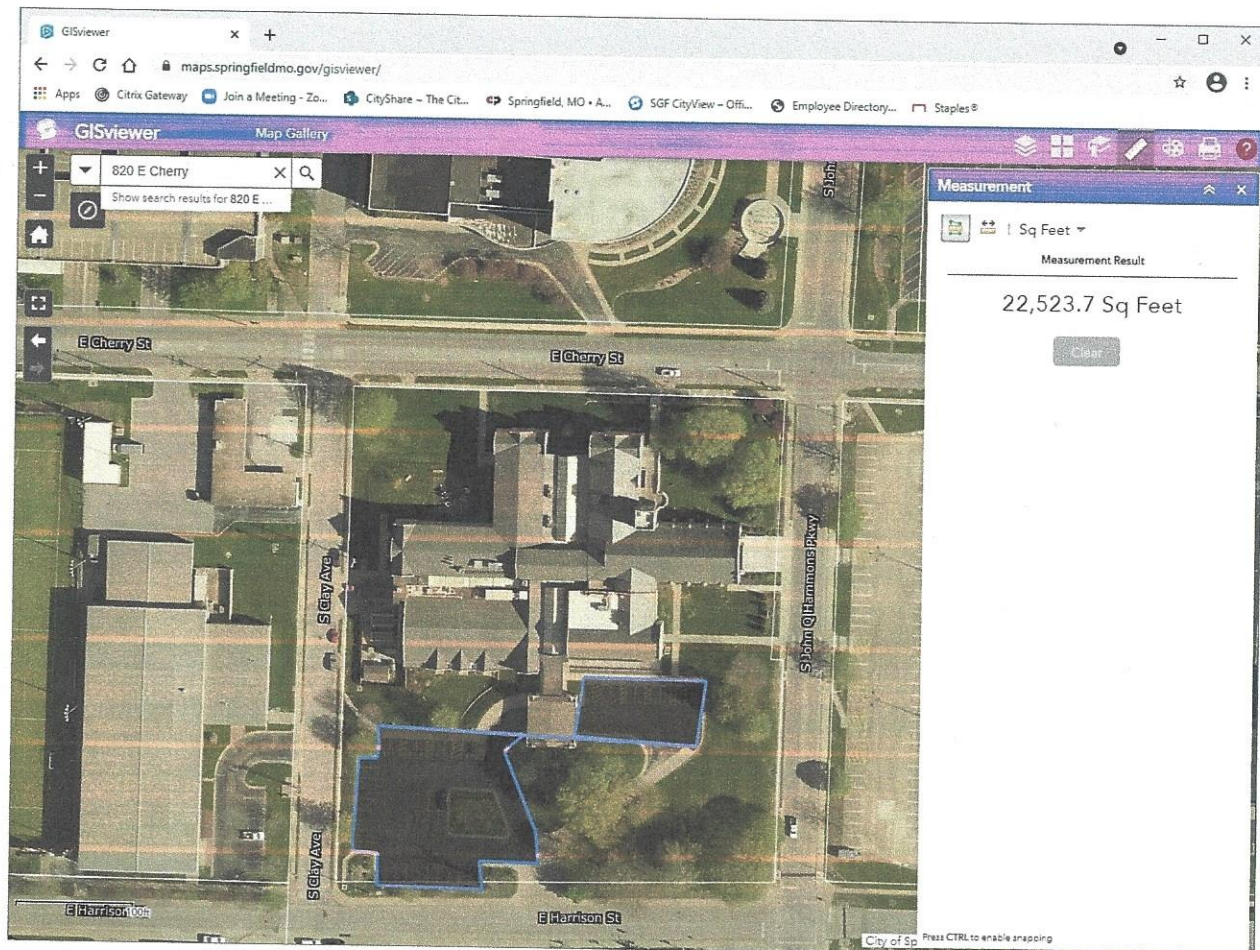
CONDITIONS:

- *Capacity of event space is limited to 375 people at one time. Monitoring of crowd size is required so as not to exceed capacity limit.
- *Approved risk mitigation plan.
- *Any type and all barricades used in the event must be readily movable in the event of an emergency, in order for emergency vehicles to enter the area.
- *Fire Lanes must be maintained in the event area.
- *An Emergency Action Plan (EAP) must be created and communicated to all staff members working at the event. This EAP must cover situations such as, but not limited to, inclement weather and violent acts occurring during the event. (Questions regarding this requirement shall be directed to Battalion Chief W. Spence, Bureau of Fire Prevention, at 417-864-2348 or by email at bspence@springfieldmo.gov)

This is a permit only and is not an endorsement of the scheduled event.

Greek Week Kickoff Block Party

4/3/21



$$22,523.7 \text{ sq. ft.} / 30 = 750.576$$

$$750.576 \times .50 = 375.28$$

Maximum individuals allowed in event space at 50% occupancy rate = 375

Online Form Submittal: Special Event Permit Application

noreply@civicplus.com <noreply@civicplus.com>

Wed 3/10/2021 3:12 PM

To: Spain, Sharon <:sspain@springfieldmo.gov>

****CAUTION**** This email originated from outside the organization. Do not open attachments or click links from sources you do not know and trust.

Special Event Permit Application

City of Springfield Special Event Permit Application

All proposed events on private property that require a Special Event and/or Amplified Sound Permit must have an approved risk mitigation plan in place to reduce the threat of potential spread of the coronavirus.

The mitigation plans shall at minimum include, but not be limited to, the following guidelines:

Describe the measures that will be put into place to ensure CDC guidelines for physical distancing of people at 6 feet apart.

The Greek Week committee is committed to providing a safe and healthy environment. To ensure that the following infection prevention measures have been put into place.

The Kickoff event will be held outdoors. Masks will be provided to staff and participants and will be required to be worn to enter and remain at the event. Participants and staff will be required to maintain six feet apart. Additionally, the committee will provide signage and instructions throughout the event. Further, the committee will modify spaces to achieve social distancing at all times.

Describe the measures that will be put into place to ensure CDC guidelines for cleaning and sanitizing any public spaces.

Disinfectant and sanitation materials will be provided to the staff and will be used throughout the duration of the event. Sanitizing wipes and solution will be located at the entrance and exit of the event.

Do you agree to provide a complete list of all people working, volunteering and to the largest extent possible, attending the event to include name, phone number, and county of residence within 24 hours of the event's conclusion?

Yes

Organization Name

Missouri State University

Address	901 S. National Ave. PSU 101 Springfield, MO 65897
Contact Name	Crystal Tracy
E-mail Address	tracy1722@live.missouristate.edu
Home or Desk Phone	417-836-4386
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Second Contact Person	Grace Gendron
E-mail Address	Gendron1017@live.missouristate.edu
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>

Event Information

Event Name	Greek Week Kickoff Block Party
Event Description	Other
Please upload 501(c)(3) documentation if required.	<i>Field not completed.</i>

If you checked Other above, please describe.	This event will be held in the large parking lot owned by First and Calvary Presbyterian Church and will include a variety of activities, refreshments, and games. This is the kickoff of Missouri State University's Greek Week. At the event vendors items will be available for purchase. We are submitting this application because we are wanting to have amplified sound at this event.
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Event Date(s)	April 5th, 2021
Alternate Event Date(s)	<i>Field not completed.</i>
Event Location	Private Property (Please indicate address below)

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
 Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract,
 certificate of insurance for a \$1 million general liability policy naming the City as an
 additional insured and the completion of a hold harmless agreement for any action

arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street First and Calvary Presbyterian Church

Event Address & Zip 820 E Cherry St, Springfield, MO 65806

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? Yes

Organization benefiting from
proceeds Springfield Public Schools
 Katelyn Stewart
 krstewart@spsmail.org
 1359 E St.Louis St, Springfield, MO 65802
 417-523-0000

 The Kitchen, Inc.
 Ellen Herbig, Community Development Coordinator
 730 N Glenstone Ave, Springfield, MO. 65802
 Direct: 417-225-7415
 eherbig@thekitchen.org

% of proceeds being
donated 100

Is this a first-time event? No

If no, what was the last year
the event was held? 2020

Please list any variations
from the last year the event
was held. We were not able to carry out the event due to COVID-19, but
 the event was approved last year (form submitted 2/11/2020).

Event Operations

Event Set Up Starts: 4/5/2021 3:00 PM

Event Set Up Complete By: 4/5/2021 3:30 PM

Event Start: 4/5/2021 3:30 PM

Event Close: 4/5/2021 6:00 PM

Event Teardown Starts: 4/5/2021 6:00 PM

Event Teardown Complete
By: 4/5/2021 6:45 PM

Estimated Attendance Per Day 200

Will this event be open to the public? Invitation-only

Will you be charging admission? No

Will you be accepting donations? Yes

Are you wanting to close a City street for your event? No

Please indicate the street(s)/cross streets(s) you propose to close and what dates and times. Field not completed.

From: Field not completed.

To: Field not completed.

Upload Event Route Field not completed.

Food will be Served

How will food be prepared? Field not completed.

Please list the contact information for each temporary food vendor that plans to serve food at the event.

Food Vendor 1: Pineapple Whip

Contact name Team P-Whip

Mobile phone number 417-207-3975

E-mail address info@pineapplewhip.com

Will more than one food vendor be serving food at the event? Yes

Food Vendor 2: Chameleon Cuisine

Contact name Paul Sandy

Mobile phone number 417-429-8010

E-mail address chameleoncuisine@gmail.com

Food Vendor 3: Gooey's Grilled Cheese

Contact name Demetrius Wilson

Mobile phone number 417-818-5899

E-mail address gooeysgrilledcheese@gmail.com

Food Vendor 4:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Food Vendor 5:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Food Vendor 6:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Will electricity be provided to the food vendors?	No
Will alcoholic beverages be available at your event?	No
Alcoholic beverages will be	<i>Field not completed.</i>
What type of alcoholic beverages?	<i>Field not completed.</i>
Please provide the address at which alcohol will be sold, given away and/or consumed.	<i>Field not completed.</i>
Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri.	<i>Field not completed.</i>
Alcohol Will Be Served From:	<i>Field not completed.</i>
To:	<i>Field not completed.</i>

City of Springfield Noise Standards

(a) *Maximum noise level.* No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) *Sound level standards.* The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) *Variations and exemptions.* 1. The following uses and activities shall be exempt from the

sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live entertainment, music or amplified sound at your event? Yes

If so, will stages be built? No

How many? Field not completed.

Performances will start 4/5/2021 3:00 PM

and conclude 4/5/2021 6:30 PM

Will tents be erected for your event? No

If you checked Yes, [click here to view tent permits and guidelines and to fill out an application for a tent permit.](#)

Will additional electrical wiring be installed for the event? No

How will you get electricity to your event? Generators

Will access to water be required for the event? No

Will restroom facilities be required for the event? No

Have you arranged for security at your event? No

If so, who will be providing security? Please provide Organization, Address and Phone. Field not completed.

Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.

Describe your plans for Emergency Medical Services. In the event of an emergency, we will contact Springfield emergency medical services.

Describe your plans for Trash will be removed by the students of Greek Week

event trash removal, as well as any organizations or persons directly involved with this aspect of the event. Committee and MSU Staff.

Describe your plans for food-vendor wastewater disposal, as well as any organizations or persons directly involved with this aspect of the event.

There are dumpsters to dispose of trash which will be taken care of by Greek Week Committee and MSU Staff. There will not be any grease-laden wastewater.

Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.

CLEAN UP I agree

INSURANCE I agree

Your event may qualify for insurance through the TULIP Program, which provides low cost general liability insurance to "third party" users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

[Read more about TULIP and how to get a policy.](#)

UPLOAD Certificate of Insurance [Certificate of Insurance.docx](#)

INDEMNITY I agree

CITY CODES/PERMITS I agree

CONDUCT/NUISANCES I agree

UPLOAD Event Site Map or Sketch here. *Field not completed.*

Signature By checking this box and typing my name below, I am electronically submitting my signature.

First Name Crystal

Middle Initial *Field not completed.*

Last Name Tracy

If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at

417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)